

**SAN DIEGO POLICE DEPARTMENT
ORDER**

DATE/TIME: NOVEMBER 14, 2019 - 1230 HOURS

NUMBER: OR 19-28

SUBJECT: NetRMS Vehicle Impound Reports

COST CENTER: 1914171115

SCOPE: ALL MEMBERS OF THE DEPARTMENT

DEPARTMENT PROCEDURE AFFECTED: 7.08

All police tows (impounds) have previously been documented on an ARJIS-11 form and sent through inter-office mail to Records Division for processing notices to owners. The implementation of NetRMS allows the use of electronic impound reports that will reduce processing delays.

Effective immediately, officers **MUST** complete police tows using NetRMS. In addition to the NetRMS report, officers **MUST** complete the Tow Signature Form (PW/PS-571) for each vehicle towed. A case number must be obtained to complete the impound report in NetRMS. Officers may use a single CAD Event Number for "Special Details" as multiple case numbers may be obtained from a single CAD Event Number.

Please read at squad conferences and give a copy to all personnel.